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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 9 July 1953

FROM : Chief, Plans & Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 3-9 July 1953

1. Project 51-26, Briefing of Outgoing Attaches. At the DD/I TLO meeting on 8 July, S/PP presented the background of the attache problem, advised that the DD/I would take over this function, and invited DD/I representatives to the meeting on 13 July at 2:00 P.M., in [ ] office, to determine the briefing requirements of the DD/I offices and to lay on OIC coordination, with some assistance from OGD.

2. Project 52-37, Collection Manual. Resumed, then temporarily deferred by Project 53-36.

3. Project 52-41, Training Liaison Officers. The DD/I and DD/P TLO meetings were held on 8 July. Memoranda for the record will be forwarded to front office under separate cover. [ ] as Executive Secretary to the CIA CSB attended both meetings. The DD/A TLO meeting is scheduled for 10 July.

Project 53-6, CIA Regulation on Management Training. Draft of regulation on management training is in process. S/PP will coordinate with Chief, Management Training Division in preparing this regulation for approval of D/TR and DD/TR(G).

Project 53-13, Glossary of Intelligence Terminology. As a result of conference with [ ] office, both Chief, S/PP, and the glossary editor are favorable to the idea of proceeding toward issuance as an Agency Handbook. Chief, S/PP, will so report to DD/TR(G) and D/TR. Such a project would not conflict with previous plans, including the printing now in process.

Project 53-25, 1954 Budget. In collaboration with Language and Area Division, S/PP worked out system for keeping a running account of training requests as against training requirements submitted by the various offices for Fy 1954. Each training request will be checked off against a training requirement by L&A Division. This will be valuable not only for planning but also for budget purposes. S/PP work on this aspect of the budget completed. S/PP in process of writing the Functions & Activities Statement, Activities Description Statement (Divisions), and the Accomplishments and Objectives Statement for inclusion in the TR(G) budget narrative. Target date for completion is early next week.

Project 53-38, Selection of Professional Personnel. The CIA Career Service Board has asked office CSB's for recommendations concerning the Professional Selection Panel, with particular reference to certain attachments to the 2 July agenda of the CIA CSB and to a PSP paper of 17 June on "Suitability for Career Service in CIA." The OTR CSB is scheduled to take up this matter on 15 July. An analysis with recommendations is being prepared for this purpose.

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8. The following projects are in process:

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- Project 52-19, Revision of CIA Regulation
- Project 53-1, CIA Regulation on Language Training.
- Project 53-3, Training Bulletin.
- Project 53-7, CIA Regulation on Junior Officer Program.
- Project 53-11, CIA Regulation on Processing of Personnel into the Armed Forces.
- Project 53-29, JOT Program.
- Project 53-32, OTR Regulation on Training Evaluation.
- Project 53-34, Management Training.
- Project 53-36, Organizational Planning for OTR.

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